

April 19, 2016 – SPECIAL MEETING

President Schroth called the meeting to order at 6:04 p.m. and read the Open Public Meetings Statement:

Almighty God who holds the fate of Man and Nation, we most humbly beseech thee to bless these deliberations, and these thy servants, that they may act with wisdom and understanding for the good of our community and thy greater glory. Amen.

Flag Salute

The notice requirements provided for in the “Open Public Meetings Act” have been satisfied. Notice of this Special Meeting was properly given in a notice which was transmitted to the Times of Trenton and the Trentonian on April 7, 2016 for publication on April 11, 2016, filed with the Clerk of the Township of Ewing and posted in the Ewing Township Municipal Complex as required by law.

THE PUBLIC WILL HAVE AN OPPORTUNITY TO ADDRESS THE COUNCIL DURING THE “STATEMENTS AND COMMENTS FROM MEMBERS OF THE PUBLIC” SEGMENT OF THE MEETING. ALL QUESTIONS AND COMMENTS FROM THE PUBLIC WILL BE DIRECTED TO THE COUNCIL PRESIDENT, WHEN ADDRESSING THE COUNCIL, PLEASE GIVE YOUR NAME AND YOUR ADDRESS.

THE COUNCIL INVITES AND ENCOURAGES PARTICIPATION BY THE PUBLIC IN ITS MEETINGS, HOWEVER A MEMBER OF THE PUBLIC MAY UTILIZE FIVE MINUTES OF TIME FOR REMARKS AND QUESTIONS, UNLESS OTHERWISE ENGAGED IN A DIALOGUE WITH A MEMBER OF THE COUNCIL, ANY FURTHER REMARKS OR QUESTIONS BEYOND THE TIME LIMIT MUST BE AUTHORIZED BY THE PRESIDENT OF THE COUNCIL.

ROLL CALL

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| ▪ Mr. Baxter – Present | Jim McManimon, Administrator |
| ▪ Ms. Keyes-Maloney – Present | Joanna Mustafa, CFO |
| ▪ Ms. Steward – Present | Maeve Cannon, Attorney |
| ▪ Ms. Wollert – 8:45 p.m. | Susan Bate, Deputy Clerk |
| ▪ President Schroth - Present | |

President Schroth stated for the record that Councilwoman Wollert is traveling and may be here later if her travel plans run smoothly.

SPECIAL MEETING NOTICE

President Schroth read the Special Meeting Notice:

This Special Meeting has been called to deal solely with Department Head Budget Requests. No other business can be conducted. Formal action may/will be taken.

President Schroth switched the agenda order for the benefit of the Public. Statements and Comments from Members of the Public will follow the department head budget requests in order to allow members of the Public to incorporate that information into their questions or comments.

SPECIAL MEETING PURPOSE

1. Department Head Budget Requests

Julia D’Amico (Office of Emergency Management) stated that for the 2016 budget she is requesting \$3,775.00 for office supplies, \$1,700.00 for training, \$1,500.00 for EOC training and a membership fee for the New Jersey Emergency Management Association and \$500.00 for food in case the EOC is activated.

Councilman Baxter asked Ms. D'Amico to explain, for the benefit of the Public, the purpose of the Operations Center.

Ms. D'Amico explained that if the EOC is activated it is activated during a State of Emergency. We man it and take phone calls from the Public. It is a resource for the Township. If anything is needed, it is our responsibility to get them what they need.

Councilwoman Keyes-Maloney asked what type of training is typically in the OEM budget.

Ms. D'Amico replied that some of the training is for her and most of this training is for free or, at a convention, there might be a nominal fee. There is also training for anyone who is working in the EOC with her. This training involves how to function within the EOC and these instructors are not always free.

President Schroth asked if the no cost training is provided by the State and Federal agencies.

Ms. D'Amico replied that most State agencies are at no cost. Occasionally, federal agencies provide training for a nominal fee. Other agencies that may be hosting a training session require nominal fees.

President Schroth asked Ms. D'Amico to comment on the difference in the budget request this year versus last year.

Ms. D'Amico explained that many things were needed and purchased last year for the initial set-up of the EOC. Ms. D'Amico then listed some of these items such as a camera and various kits.

Vice President Steward commented that this request is significantly less than last year

Ms. D'Amico and the CFO then briefly commented on the difference.

Councilwoman Keyes-Maloney asked if there have been any table top exercises.

Ms. D'Amico responded that tomorrow there is a second planning meeting for a derailment table top exercise that will be held in September.

There were no further questions for the Office of Emergency Management.

A member of the Public (resident's name inaudible) requested that the page of the Budget the Department Head is discussing be announced and also requested that the organizational chart of each department be given. The Council President responded that he or the CFO will endeavor to do so.

Sharon Kissel (Health Department & Animal Control) first discussed her budget request for the Health Department. Ms. Kissel listed the various items under "Expenses Other" such as the renewal of the medical waste certificate, advertising for the flu clinic, and the Greater Public Health Partnership Commitment along with renewal of nursing licenses and malpractice insurance. There is \$1,600.00 for uniforms and \$2,000.00 for the shared service with Hamilton for their STD clinic services. Ms. Kissel said that there is \$5,000.00 for the doctor at the health clinics. Ms. Kissel then mentioned there is money included in the budget for vaccines along with the annual calibration of equipment and \$3,000.00 for medical supplies among other items. Ms. Kissel then mentioned that she asked for an "Emergency Preparedness" line to be added in her budget, after dealing with the ebola monitoring as the Township took in \$21,000.00. Ms. Kissel stated that she asked for this to be added as she believes that the Township needs to build up its emergency preparedness from the health perspective. Continuing education and membership dues are also included in the health budget.

Ms. Kissel then discussed the Animal Control budget and remarked that this is strictly for Animal Control and not for the Animal Shelter and then mentioned several items in this budget – continuing education, veterinary services for rabies clinics and any court cases, equipment and supplies, deer carcass removal and uniforms.

President Schroth asked Ms. Kissel to further explain the emergency preparedness items and materials that she wants to develop.

Ms. Kissel replied that currently the Township does not have some of the supplies necessary to setup a pod or to operate a medical shelter. Currently, it is the responsibility of the local health office to operate a medical needs shelter. Ms. Kissel remarked that it is her goal to have these supplies locked up in cages

somewhere in the Municipal Building so we have everything we need – it expedites the process.

Councilwoman Keyes-Maloney asked where do we typically advertise for the flu and dog clinics.

Ms. Kissel replied that we advertise in the Ewing Observer along with posting on the website. We also ask local business to post flyers in their establishments.

Councilwoman Keyes-Maloney then asked Ms. Kissel to discuss the Mills software.

Ms. Kissel replied that it is used internally to keep department records. No other department uses it. The intent is to move to a Township-wide system in order to integrate information across departments.

As vaccine needs change over time, Councilwoman Keyes-Maloney asked the Health Officer how she decides what to get for the current year.

Ms. Kissel replied that she bases it upon numbers from the previous year. This Town still has a lively flu clinic. It is also an opportunity to work with students from the College of New Jersey who work the flu clinics at no cost.

Ms. Kissel then responded to Vice President Steward's comment about vaccine reimbursement.

Councilman Baxter asked how many flu clinics were held last year.

Ms. Kissel replied four – we try to cover different parts of town and have varying hours; one was held in the evening to accommodate working folks.

Councilman Baxter asked about staffing to run these clinics.

Ms. Kissel said that we use our two nurses, nursing students at the College of New Jersey and their supervisor, along with the County's medical reserve corps volunteers to keep them engaged as there is not always something going on. Non health care personnel help with set-up and registration.

Councilman Baxter then asked how many rabies clinics were held last year.

Ms. Kissel answered that last year there were three. Two were held in the evening and one on Saturday. We extended the hours of each clinic. We also use these clinics as an opportunity to educate the public about various things such as emergency preparedness, or lyme disease.

Councilman Baxter asked if they have come up with any vaccinations for the zika virus.

Ms. Kissel responded – not yet. The CDC's OEM is at Level One. The Federal Government retained about three percent of her bioterrorism budget - about \$8,000.00.

Councilwoman Keyes-Maloney mentioned that in the past these clinics have been responsive to the animal community – i.e. providing vaccines when there was an outbreak of parvo – and then asked if that is something you are going to continue.

Ms. Kissel replied that the "People for Animals" come to the clinics and depending on what vaccine grant funding they received provide free or low cost vaccines or microchipping. The intent is to have them at all three rabies clinic this year.

Ms. Kissel then described her staff and their responsibilities at the request of a member of the Public through the Council President.

There were no additional questions for the Health Department and Animal Control.

Angelo Capuano (Public Works) first briefly discussed his Staff at the request of the Council President. Mr. Capuano then, at length, discussed his 2016 budget request for Central Maintenance, Buildings & Grounds, Streets & Roads and Park Maintenance. For the Central Maintenance budget, Mr. Capuano said that he is requesting \$170,000.00 for the repair and maintenance of close to 200 Township vehicles and \$45,000.00 for tires. This is an increase due to the purchase of fifteen SUVs. It also includes \$8,500.00 for new equipment and \$4,000.00 for uniforms. For the Buildings & Grounds budget, Mr. Capuano said that he requested \$62,000.00 for repair and maintenance, \$11,000.00 for maintenance contracts and \$11,000.00 for uniforms among other items. Mr. Capuano then discussed the Streets & Roads budget - \$15,000.00 for repair & maintenance and \$20,000.00 to replace damaged and stolen signs. Mr. Capuano mentioned that \$14,000.00 was also added in to put up signs required by the newly passed ordinances. There is \$15,000.00 for patch and pothole repair. This material would be bought at Lowes in case they have to make emergency repairs during the night. Mr. Capuano then discussed his budget request for Park Maintenance. Mr. Capuano gave an overview of his capital budget requests:

\$30,000.00 to upgrade the lighting in the Public Works facility, about \$33,000.00 to buy a hot box for blacktop, three zero turn lawnmowers that are used at least ten months a year, a new field groomer and a field painter, storage for the football equipment at Moody, the replacement of basketball back stops that have been up for thirty-three years and money to replace chairs in the Training Room. These chairs have been there since day one of the building and are in disrepair.

Councilman Baxter asked Mr. Capuano to discuss the \$14,000.00 requested for street signs and asked if this is in addition to or included in the \$20,000.00.

Mr. Capuano replied that the \$14,000.00 is in addition to the \$20,000.00. As fast as we put up signs, they are stolen.

Councilman Baxter then asked if these new signs will have the chip in them.

Mr. Capuano replied - no. That would be a lot more money. We use old dog tags so we know that they are our signs.

Mr. Capuano added that in January he purchased eighty-six signs; now he has to get twenty-six more.

Mr. Baxter commented that we do not make signs in-house any more.

Mr. Capuano replied that the equipment is antiquated and we would have to hire someone – it is cheaper to buy them.

Mr. Baxter then asked Mr. Capuano to thank his staff as the fields look spectacular.

Ms. Keyes-Maloney asked Mr. Capuano to give a sense as to what is included in the maintenance contracts.

Mr. Capuano replied that this is for the elevators and other general stuff.

Vice President Steward asked if the 600 trees we are getting from the bridge replacement project will affect his budget.

The Administrator responded that these trees will be planted by the contractor for the bridge commission.

Mr. Capuano said that if we have to maintain them, then we will need to purchase a “water buffalo”.

Ms. Keyes-Maloney added that, for the first year, maintenance is their responsibility.

There were no additional questions for Public Works.

Jim Scott (Construction/Code Enforcement) first discussed his Staff at the request of the Council President. Mr. Scott then discussed the Housing Department. Revenue was \$197,258.00 versus expenses of \$58,794.00. The requested budget for Printing, Maintenance and New Equipment is the same as in 2015. High Grass and Demolition was \$85,000.00 in 2015; there is a \$2,000.00 increase for 2016. Mr. Scott added that the Housing Department consists of: rentals, resales, registration. In addition, money is received from vacant property registration, driveways, curbs and sidewalks. There are three full-time inspectors. Mr. Scott said that he is requesting the purchase of new iPads and mobile printers which allow them to issue violations right then and there instead of having to come back to the office to write up the violation and send out via certified mail. Mr. Scott next discussed his request for the Fire Inspection Department. Revenue was \$134,459.00 versus expenses of \$23,250.00. The Operating Expense request is the same as in 2015 - \$26,500.00. The only item that is going up is Maintenance – an increase of \$500.00 to \$8,000.00. The Fire Division consists of fire inspectors conducting annual fire inspections of all businesses, and performing fire investigations. Also, all rental properties are required to have an annual fire inspection and occupancy load completed. Mr. Scott explained to Council, at length, that the workload has increased over the previous year while at the same time the Department is down fifty percent in terms of personnel. This has caused the Department to fall behind with inspections and reviews. And given that the workload will triple in the next six months with the new projects that are coming on line – Wawa, GM, Christina Seix Academy, Walgreens, 750 Bear Tavern Road. There is also a shortage with clerical staff; the Office used to have five, now there is only four. Mr. Scott stated that we are falling behind; this is not something that we want to do. We need help to fix this.

The Administrator addressed Council saying that Mr. Scott has presented his request for more personnel to the Administration and said that we are going through the Civil Service to fill these positions. The Civil Service process takes time and these inspectors have to be licensed as well. Mr. Scott has also mentioned to us his shortage in support staff.

Councilwoman Keyes-Maloney asked if the iPads and mobile printers will be paid out of Technology or the Construction Trust.

The Administrator replied that some can be out of the Trust. The CFO made sure that the guidelines were followed; however, it is a shared burden.

Councilman Baxter asked if the new employee is both fire and building as he has both credentials. Mr. Scott replied that he, at this point, will be used exclusively for fire since we are so far behind with plan review.

The Administrator added that he will be part-time – twenty-nine point five hours.

Councilwoman Keyes-Maloney applauded the Department for holding Saturday hours and said that she appreciated all of their hard work and their professionalism.

Councilman Baxter asked the CFO if Mr. Scott's budget numbers reflect what was charged in 2015.

The CFO reminded Council that these 2015 charged numbers are only through the end of the year, there would be invoices coming in after that for November and December. We did not have as many demolitions as we anticipated last year, but we kept that money in there because of what we think we might need for high grass.

There were no additional questions for Construction/Code Enforcement.

Chief Stemler (Police Department) first gave an overview of his department at the request of President Schroth. Chief Stemler then presented his 2016 budget request starting with the Operating Budget. The 2016 request is for \$62,000.00 which has stayed basically the same over the past few years. It includes such items as: meal reimbursements, drug test kits, crossing guard gear, National Night Out and Youth Academy Expenses. After briefly mentioning that the Repair Account stayed static at \$15,000.00, the Chief discussed the Ammunition Budget. Chief Stemler mentioned that he is requesting the same amount as last year - \$36,000.00. Since 2004, the K9 Budget has been \$12,000.00. Costs have gone up considerably and the Department has acquired another K9 with grant money. However, care and maintenance falls on the Township; so for 2016, he is requesting \$17,361.00. Chief Stemler stated that in the New Recruit Budget, he budgeted for five new officers as he anticipates losing up to three this year in retirements. However, we have exhausted our list and have been notified by Civil Service that a test will not be given until October so we probably will not be able to hire until next year, although we may be able to do some intergovernmental transfers. If this is the case, we will not have to pay for the Academy so the cost will go down. Right now, it stands at \$35,924.00. The Uniform Budget is set by contract. The Chief requested \$11,601.00 for the School/Training Budget and mentioned Range Fees as they have to qualify twice a year. The Chief then broke down his request for New Equipment – the total request for this line is \$85,622.00. Chief Stemler briefly mentioned that Communications/Radio Room Budget and then said that “Fit for Duty” has remained static for the last ten years. The total Budget request for this year is \$361,039.34, roughly a \$20,000.00 decrease from last year.

Chief Stemler then discussed his 2016 Capital Budget request. The Chief stated that he is requesting seven new unmarked Tahoes for the detective bureau. Most of the current vehicles are refurbished patrol vehicles that have outlived their useful life – most have well over 100,000 miles. We have not bought new vehicles for the detective bureau since 2001. Chief Stemler stated that the \$20,000.00 for the breathalyzer is State mandated. He does not know if the change will go through this year, but he had to budget for it. Other capital items include a new live scan printer and a drone/camera package which has a number of applications. The Chief said that he recognizes that there are questions about its use. The total Capital Budget for 2016 is \$315,279.00

Councilman Baxter asked if there is going to be training for the drone/camera package and will a certain number of officers be able to use it.

Chief Stemler replied that there will be training done by the company and we will probably have the supervisors on each platoon trained to use it and one or two other officers.

Councilman Baxter asked for clarification about the training room request in the Operating Budget as Mr. Capuano also requested monies to fix chairs in the training room.

The Chief responded that the Police Department has two separate training rooms.

Councilman Baxter then said that he did not see anything regarding the bicycles in this Budget, how did we get them.

The Police Chief replied that we took the bicycles out of the Sprint grant. Sprint puts their cell tower on our radio tower. We get money from that each year. There should be eight bikes and ten officers bike qualified by the end of June.

Councilman Baxter then asked if that is annual training.

Chief Stemler replied that it is one time.

Councilwoman Keyes-Maloney asked the Chief to explain why ammunition is costly and difficult to obtain.

Chief Stemler replied that most of it is because of the wars; everything is being diverted to the Mideast. Sometimes when we put in an order, we are told six to nine months and we wait for eighteen. Sometimes we can get a partial order right away; we have had to trade with other Police departments.

Councilwoman Keyes-Maloney asked where did we acquire the new K9 from.

Chief Stemler replied from the Mercer County Homeland Security branch.

Councilwoman Keyes-Maloney asked what is a ballistic shield.

Chief Stemler answered that it is a hand-held shield which offers some protection as they go in and advance towards the suspect.

Councilwoman Keyes-Maloney commented on the lean training budget and said that it looks as if there is a lot of in-house training and sharing between jurisdictions and the County.

Chief Stemler responded – yes.

President Schroth asked about computer disks – why do you pay for it instead of IT providing it.

The Chief replied that we keep the disks in the detective bureau and with records; they are constantly responding to discovery requests.

Vice President Steward asked if the in-car cameras were for vehicles that did not have them or replacements.

Chief Stemler replied that they are for new purchases and for one vehicle lost in an accident.

Vice President Steward followed up by asking if after this purchase all of the vehicles will have them.

The Chief responded - yes.

Councilman Baxter commented that he has heard many positive things about the Police from the Community. People are psyched that you are the Chief.

Councilwoman Keyes-Maloney said that the Drug Alliance was very happy to see the Community Policing Initiative.

President Schroth commented to the Chief that he is doing a great job.

There were no additional questions for the Police Department.

Jeff Lenarski (Fire Division 30 - Career Firefighters) first gave a Staff overview. Captain Lenarski then presented his 2016 Budget request. Captain Lenarski requested \$15,000.00 for training and mentioned that contractually the firefighters are allowed training hours and until last year there was no dedicated funding. It is an increase of \$6,000.00 for this year. Captain Lenarski said that he requested \$1,000.00 for turnout gear, \$900.00 for replacement batteries for pagers and portable radios, \$1,000.00 for gloves, hoods, and suspenders and \$500.00 for safety equipment. For the clothing and boot allowance, Captain Lenarski requested \$13,950.00. It is a contractual issue. \$75,000.00 is requested for overtime and \$62,000.00 for per diem firefighters. Captain Lenarski explained that it can be difficult to budget for the per diem because we just do not know - if someone is out for a while with an illness - we always fill in and never go understaffed. In the past, we have been good in not using all the money. Captain Lenarski explained that the per diem rate of \$17.00 per hour has not been raised for about six to eight years. Per diem firefighters serve a very valuable position; without them we would not be able to allow our staff to be off. Captain Lenarski encouraged Council and the Administration to consider raising the per diem rate as a gesture of good will. Most of the per diem firefighters are already volunteer members of the three fire companies; it gives the younger members valuable experience.

Captain Lenarski then said that this year he is not requesting any capital items as last year a lot was accomplished. Captain Lenarski complemented the Finance Office saying that they do a lot with only three people.

President Schroth asked what is the current per diem rate.

Captain Lenarski replied that it is currently \$17.00 per hour and then said that he is requesting that Council and the Administration consider raising it to \$19.00 per hour.

The CFO responded to Vice President Steward question that some things were moved into different categories this year as compared to last year.

Councilman Baxter asked if any of the career firefighters come back to work at night, would they be paid overtime and not the per diem rate.

Captain Lenarski replied that because of state laws, career firefighters have to be considered career twenty-four/seven.

The Administrator added this is the "Garcia Law".

Councilman Baxter asked where are we getting our pool of per diem firefighters.

Captain Lenarski replied that the majority are Ewing volunteers except for one who is a retired Trenton City firefighter. There is a lot of interest – it is a way for someone to get a taste of what it is like to be a career firefighter.

The Administrator added that currently you have to be a member of one of our volunteer fire companies so we know that you are at least certified as a "Fire One". The one exception is the Trenton firefighter. If per diems are going to come in from the outside, we first have to exhaust our members first. This has been the practice. If this is going to be changed, we have to have discussions.

Captain Lenarski said that the only other change to our operating budget will be if someone decides to retire or if the Township decides to hire. There are a lot of start-up costs with a new hire.

Captain Lenarski responded to Councilwoman Keyes-Maloney's question regarding firefighter training.

There were no additional questions for the Career Firefighters.

Robert Green (Information Technology) first gave a staff overview. Mr. Green then presented his operating budget request after first thanking the Administration and Council for their past support of the Department. Mr. Green explained what each line item in his operating budget entails and then presented his capital budget requests. The majority of the capital request is for the Police Department – in-car and portable radios along with mobile data terminals and associated modems. Another item in the capital budget is to replace iPads that were purchased four years ago. Mr. Green then listed the actual monetary request for each operating budget line item: \$25,000.00 for toner/print supplies, \$318,126.71 for maintenance contracts, \$5,000.00 for general repairs, \$2,000.00 for consultant fees, \$5,000.00 for office supplies, \$10,000.00 for equipment, \$55,000.00 for other expenses and \$5,000.00 for training and \$85,000.00 for communications and video systems. Mr. Green said that, for his capital budget request, he is asking for: \$8,000.00 for iPads and cases, \$79,000.00 for MDTs/MDCs, \$35,000.00 for computers, \$16,700.00 for cradlepoint modems, \$88,000.00 for in-car radios and \$110,000.00 for portable radios.

Councilwoman Keyes-Maloney asked how many MDTs will be purchased.

Mr. Green replied – eighteen.

Vice President Steward asked Mr. Green to explain the difference between the items in the capital budget versus what is included in the \$85,000.00 communications and video systems line item request in the operating budget.

Mr. Green explained that the capital budget is for the larger one time purchases. We would not put the purchase of eighteen MDTs in the operating budget, although emergency purchases may have to come out of there. The operating budget line item is for accessories such as batteries, antennas, belt clips.

Mr. Green, at length, discussed Office 365 at the request of Councilwoman Keyes-Maloney.

Councilman Baxter asked if the mobile printers Mr. Scott mentioned earlier were included in Mr. Green's capital request.

Mr. Green replied that he did not include it in his capital request but he will help facilitate the purchase and said that he has already facilitated getting a demo which works as described.

Councilman Baxter asked how old are the current in-car and portable radios.

Mr. Green replied that it varies – some are years old and some are new. This is to shore up the older units.

Councilman Baxter asked Mr. Green how many does he anticipate having to buy.

Mr. Green replied that for the portable radios – twenty-five and twenty for the in-car.

Mr. Baxter then asked what is causing the maintenance contract line item to increase by about \$61,000.00.

Mr. Green responded that the large portion of this increase is because of Office 365.

Vice President Steward asked, if we approve Office 365, what is the plan to train Office staff.

Mr. Green replied that he envisions that employees are trained beforehand. And both programs will be available. Mr. Green said that IT will have to sit down with each employee and also offer refresher training throughout the year.

Mr. Baxter then asked what is driving the \$4,000.00 increase in "Equipment".

Mr. Green replied that IT is responsible for a lot more, there is more technology to keep running, to repair.

President Schroth asked Mr. Green to give examples of items included in "Other Expenses".

Mr. Green responded that this includes non-reoccurring software licenses, hard drives, and computer purchases done out of the replacement cycle.

President Schroth asked how many computers are there in the Township.

Mr. Green said he believes that number to be one hundred seventy-five and added that he uses two hundred twenty-five for licensing purposes.

Councilman Baxter asked if there are any new access points included in this budget.

Mr. Green replied that he has new access points purchased, but we do not have the staffing level that will enable us to put them out. Mr. Green said that he wants full coverage for the Township; we do have it for the Police Department.

President Schroth asked if IT is still actively working on the website.

Mr. Green replied yes, but it will never be done. Some of the changes will be visible to the Public, other changes will not be.

Councilwoman Keyes-Maloney thanked Mr. Green for working through that process and then asked if he is working on business rules for posting to the website.

Mr. Green replied that he is working on this.

Ms. Keyes-Maloney said that in the past we discussed access at outlying buildings. Are there plans to increase accessibility at Hollowbrook and the Senior Center.

Mr. Green replied that he plans to increase WiFi. It is an upcoming project. Office 365 will give mobility to the employees – they can be at another computer and have their desktop.

Vice President Steward asked if part of this new website policy is to encourage Township staff to understand the importance of the website to the Public.

Mr. Green agreed that a positive forward digital presence is important.

Vice President Steward suggested that Mr. Green consider soliciting the Public's feedback regarding the website. Vice President Steward asked why the in-car cameras are in the Police budget and in his.

Mr. Green said that the Police budget for new units; he budgets for replacement units.

The Administrator added that the Technology Department is understaffed at the moment. We are going through the Civil Service process to replace the two staff members who left and hope that the Department will be fully staffed by May and then the Department will be able to do the things they have been talking about doing.

There were no additional questions for the Technology Department.

Maryann Convenio (Municipal Court) first gave a brief overview of the Court staff and then presented her 2016 operating budget request. The total request is \$29,000.00. Ms. Convenio said that she requested \$2,500.00 for "Other Expenses" which is a \$500.00 increase from last year and includes copy paper and cd's to back up court recordings. For the "Professional Printing Services & Supplies" line item, Ms. Convenio said that she requested \$5,500.00 which is the same amount as last year and then explained that "e-ticket" was not in effect yet when she did her budget so she included money to purchase paper tickets. Paper tickets will still be needed as back-up but not as many will be used. \$1,250.00 was requested for law books, manuals and publications. Ms. Convenio said that she dropped this a little from last year, but probably should not have as she just received quotes for some books and the price went up. \$1,000.00 was requested

for dues and convention fees. For the "Consultant Fee" line item, Ms. Convenio requested \$15,000.00. This line item goes up every year; it boils down to the interpreters - the need for language interpreters is increasing. Ms. Convenio explained that there was also a change made by the AOC - family members and court staff are no longer allowed to interpret before the Judge. The Court has two maintenance agreements - the video conferencing system that is used to video conference inmates from jails throughout New Jersey and the sound recording systems. This line item decreased because the IT Department made some adjustments so we no longer have to rent as much equipment. Ms. Convenio then discussed the "New Equipment" line item. Ms. Convenio is requesting \$2,000.00 to buy new cabinets as the Court is running out of space and to buy an "On Call" laptop so she and her Deputy can each have one instead of having to pass the laptop to the other each Monday morning. Also, if the case involves someone they know, the other person, not on call, has to handle the case. That person does not have the laptop, a police officer has to come out to the house.

Ms. Convenio then said that she had to submit her budget proposal; Judge Jacobson approved it.

Ms. Convenio mentioned that we completed the first year with the private collections company who collected \$11,885.50. The company sent her a list of deceased persons so they were able to remove some from the backlog. Last year, the total number of tickets issued was 9,476 and the total complaints generated was 1,356.

Vice President Steward asked how much money did the Township receive out of that \$11,000.00.

Ms. Convenio replied that that was what we got. Their fee was \$2,377.00 - twenty percent.

Councilwoman Keyes-Maloney thanked Ms. Convenio for including the background information and then asked when did the e-ticket system start.

Ms. Convenio said just this month. Not all of the Officers have been trained as of yet.

President Schroth asked what was the total revenue generated in terms of fines.

Ms. Convenio replied that the total collected was \$1,082,384.37 and the Town's cut was \$553,497.69.

Councilwoman Keyes-Maloney commented that the language costs will continue to go up and Ms. Convenio commented that it is an easy fix to provide the over the phone translators.

There were no additional questions for the Court.

(Council adjourned at 8:13 p.m. and came back into Session at 8:24 p.m.)

Delofortte Clark (EMS) first gave an overview of his Staff and then presented his 2016 Budget request. Mr. Clark said that he requested \$30,000.00 for "Other Expenses" which is consistent with previous years and then explained that most of this is to replace medical supplies as the expiration dates pass. For "Oxygen", Mr. Clark said that he requested \$3,000.00 which is consistent with previous years. At times, EMS augments the Police and Fire oxygen supply but this amount covers them for the year. For "Training", Mr. Clark said that he normally requests \$10,000.00 but this year he only requested \$5,000.00 as it is his hope to do a lot more training in-house and at some point have an internal "education" department. For "New Equipment", Mr. Clark requested \$12,000.00. Some of this money (\$2600.00) would be for a "kit" to retrofit a power stretcher to a bariatric stretcher so both ambulances will be fully functional and able to transport bariatric patients. The second item included in this line item are service contracts for the two power stretchers and the power load system. This was something that Mr. Clark said that he forgot to include in last year's budget request and wanted to include this year as these items are expensive. The seven- year service contract for these three items is \$9,700.00. Mr. Clark then mentioned that there is one piece on the power stretcher that if it breaks, it will cost \$5,000.00. Mr. Clark said that he requested \$10,900.00 for "Uniforms" - a contractual amount that he cannot do anything about. Mr. Clark then discussed his capital budget request. The total amount is \$40,462.20 and it encompasses protective clothing for his career staff, liquid spring suspension systems for the new ambulances and ballistic vests for the career staff.

Councilman Baxter asked how much do these ballistic vests weigh and then asked if using them would impede response time.

Mr. Clark replied that he guesses that the vests weigh between ten to fifteen pounds. There would be no delay in response time as these vests would be worn all the time underneath the uniform. Mr. Clark added that he does not want the outer vests as he does not want to make EMS look like police officers.

Councilman Baxter and Mr. Clark then had a conversation about the in-house training that Mr. Clark wants to set-up. Mr. Clark also discussed his goal of offering classes to the Community as well.

Councilman Baxter then asked Mr. Clark to expand on his comment about the \$30,000.00 request to replace supplies that were not even used.

Mr. Clark explained that medical supplies have expiration dates and even if we do not use it, we have to throw it away. The State also mandates that EMS “carry” some supplies that we do not use. It is better to throw the supplies away than have the State “catch” us with expired supplies.

Councilwoman Keyes-Maloney asked Mr. Clark to give examples of medical supplies that have expiration dates.

Mr. Clark replied – gauze bandages, water bottles that EMS carries. Pretty much everything on the truck expires except for equipment such as backboards. The State regulates this process but does not have an inspection schedule.

Mr. Clark then discussed how the process to retrofit to a bariatric stretcher works at the request of Councilwoman Keyes-Maloney.

Vice President Steward asked if there was a reason that this retrofit cannot be capitalized.

Mr. Clark said that it was a “New Equipment” request.

The Administrator added that if it has a five-year lifespan or more, it could be.

Mr. Clark said that once we get the warranty everything on the stretcher is good for seven years.

There were no additional questions for EMS.

Ted Forst (Community Affairs) first gave an overview of his Staff and then presented his 2016 budget request. The total budget request for Community Affairs is \$100,500.00, a reduction of \$14,000.00. The reason for the large decrease is Hollowbrook closing after six months. We have reduced that budget from \$42,500.00 to \$27,000.00 – a \$15,500.00 decrease. ESCC Senior’s and Recreation programming has increased by \$1,500.00 to \$73,500.00, which is about what was spent in 2015. Mr. Forst then discussed each line item in this programming budget and mentioned that the Senior programming line item is an increase of \$3,000.00 and is one of our primary increases. There is also an increase for custodial supplies of \$1800.00 because the building is being used more and with Hollowbrook programming coming over, it will be used even more. The ESCC budget is a two percent increase; the Hollowbrook budget is a thirty-six percent decrease. The overall budget is a twelve percent decrease. Mr. Forst then discussed the Hollowbrook budget and mentioned that not a lot of money had already been spent, but there are some things that need to be done before we close the building for a while. One large purchase that we want to make is to replace the furniture in the community room. The money will be well spent considering how much that room is used. Mr. Forst stated that Raquel is comfortable with this budget. Mr. Forst then discussed the “wish list” for the Hollowbrook Center and this includes HVAC and boilers which are in bad shape. A lot of work needs to be done. Mr. Forst then discussed the Recreation Trust. For this year, it is projected to be \$495,100.00 which is down about \$16,300.00 and we are looking at \$50,000.00 for income from the building. This has gone up every year. Mr. Forst then went through his capital budget requests which include: two snow blowers – one for each center, a pool vacuum for Hollowbrook, repaving the road at the rear of the ESCC, replacing the roof at Hollowbrook, and replacing a 2000 Crown Victoria with a pick-up truck.

Vice President Steward asked if a change in salaries and wages at Hollowbrook is expected due to its closing.

The Administrator replied – no. Staff will be reassigned; we will not hire as many summer people this year.

The CFO added that one of the things Council will notice is that there is nothing listed on the capital sheets for Mr. Forst’s department as he has money left over from last year that can be reallocated. Money was left unspent from the roof replacement. There was no need for new money.

The Administrator added that we wanted Council to hear his wish list and said that he is getting the new shades for the pool that he has been asking for the last five years.

Councilwoman Keyes-Maloney thanked Mr. Forst and his staff for the work they do providing programs for Seniors. Councilwoman Keyes-Maloney then asked how did Mr. Forst decide how many AED units were needed.

Mr. Forst replied that that was determined by talking with the experts and then listed the locations of these units.

Councilwoman Keyes-Maloney said that besides the Ewing Observer, you advertise on social media sites and then asked if people are responding to this.

Mr. Forst responded - yes. We really do not have an advertising budget; everything is done electronically or through the mail.

Councilwoman Keyes-Maloney then asked how is the relationship with the schools regarding advertising programs for the kids.

Mr. Forst replied that it is getting better. There were a few years when the schools would not allow it. Now, we can send over forms for athletic programs. Since we have been allowed to do that, we have seen a twenty percent increase in those programs. We are a little ahead of where we were last year.

Councilwoman Keyes-Maloney thanked Mr. Forst for listing all the things that he would like to see happen at Hollowbrook.

Councilman Baxter asked, in terms of the Recreation Trust, is it at a \$19,000.00 deficit right now.

Mr. Forst replied that that was last year.

Councilman Baxter noted that some of the costs associated with the Senior lunches have gone up because more Seniors are coming out. Ewing has a lot to offer; we need to let people know how much is being done for the Seniors. Councilman Baxter thanked Mr. Forst for all the work that he does and then thanked partners on the School Board for getting Recreation information into the schools.

President Schroth mentioned that instructors come daily for the seniors.

Mr. Forst commented that there is strong attendance; it is missed if we have to cancel a session. It is a quality of life issue.

President Schroth thanked Mr. Forst for the fantastic job that he is doing.

There were no additional questions for Community Affairs.

Joanna Mustafa (Financial Administration) first gave an overview of her Staff and then presented her 2016 budget request. Ms. Mustafa said that it is down from \$45,321.00 last year to \$43,000.00 this year. Ms. Mustafa said that there is not much of an explanation other than the maintenance contracts are lower. Everything else is pretty much the same. "Other Expenses" usually includes purchase order and 1099 forms, office supplies, and training. "Consultant Fees" includes payroll, requisition, escrow accounting, financial accounting, budget and financial statements software.

Ms. Mustafa then gave an overview of the Administration staff and presented the General Administration budget request. Last year \$234,100.00 was budgeted, this year it is down to \$231,600.00. Postage is included in this line. Postage went down a little bit but we are still budgeting \$60,000.00. "Consultant Fees" are for our Grant Writer - Susan Caruso Green, and Brown & Brown who manage our retiree prescription drug program. "Uniforms" are for all I.B.E.W. members. "Maintenance Agreements" are for: Honeywell, which is the telephone calls that the Mayor does, the mail machine, and our phone leasing. "Other Expenses" include: advertising, office supplies, and federal inspections for the DPW trucks as well as DMV titles when new trucks are purchased. "Printing" includes: recycling, Shred Day – those types of flyers.

Councilman Baxter asked how many employees are in General Administration.

Ms. Mustafa replied that it includes the Mayor, the Business Administrator, a secretary and Personnel.

Councilman Baxter then asked about the uniforms.

Ms. Mustafa said that is the clothing allowance for the thirty-six members of the I.B.E.W.

Councilwoman Wollert asked if the maintenance agreements include the Xerox machines.

Ms. Mustafa replied that the photo copiers are through the IT Department. These are for Honeywell (the robocalls), the mail machine and the desktop phone leases.

Councilwoman Wollert then asked how many phone leases and what does the agreement cover.

Ms. Mustafa replied that it is for each desk, each phone and then said that she will get Councilwoman Wollert the number as she did not know off the top of her head. It includes each phone, service and maintenance as well.

President Schroth asked what led to "Other Expenses" costing more than what you had budgeted for – was it something that we did not budget for or little things that added up.

Ms. Mustafa replied that it was little things and said that she will get back to President Schroth on that. Ms. Mustafa then added that there were federal inspections that we did not budget for and mold testing at Pennington Road.

There were no additional questions for Finance or Administration.

Joanna Mustafa presented the Tax Collector's 2016 budget request. The total request for the Tax Department is \$47,000.00 and for the Sewer Department it is \$6,800.00. This includes the printing of all tax and sewer bills, quarterly delinquent notices, and advertising for the tax sale. We also budget for estimated billing in case our budget or even one of the County's budget is not approved on time so as to keep revenue coming in consistently every quarter.

Councilwoman Keyes-Maloney asked if computer maintenance is the Vital System.

The CFO responded - yes.

Joanna Mustafa then presented the Tax Assessor's 2016 budget request. There is a slight increase of \$8,000.00 mainly for appraisal fees.

The Administrator explained that we had to add one more approved appraiser to our list so we would have one available for tax appeals. And, we are going to be going through a revaluation soon; there may be many tax appeals once that is completed.

Councilwoman Keyes-Maloney asked what would "New Equipment" be.

The CFO replied that she is not sure but that it looks like to her that it is some office stuff.

Councilman Baxter asked if the Tax Assessor can come before Council at the meeting next week.

The Administrator said that he will ask him. The Assessor does have school on Tuesday nights.

President Schroth asked the Administrator to see if the Assessor could do it but either way have the question answered.

Ms. Mustafa said that the Clerk is unable to be here tonight and then presented the Clerk's 2016 budget request. There total request is for \$28,400.00 - a slight increase from \$28,000.00. General Code is down to \$9,000.00, however, legal advertising is up to \$10,000.00 from \$7,000.00 because of having to advertise in both the Trentonian and the Trenton Times. Other line items are rather consistent. "CEU Education and Training" is down slightly, both the Clerk and the Deputy are licensed RMC's and have to get their recertification.

Councilman Baxter asked if the Deputy Registrar has to also keep up with her CEUs and will she be incorporated into this.

Ms. Mustafa replied – yes.

There were no additional questions concerning the budget requests of the Tax Collector, the Tax Assessor or the Municipal Clerk.

Doug Brower (Prospect Heights Volunteer Fire Company along with Tom Leese and Mike Narducci) first gave an overview of the Prospect Heights Fire Company. Mr. Brower said that the Company is awaiting new apparatus which will be delivered in the next few weeks. The total budget request for this year is \$195,000.00, the same as in the past few years. There is a slight increase in the "Other" account as we are in the process of making the firehouse completely wireless and are continuing to replace computers as part of a five-year replacement plan. Mr. Brower next discussed some of the training that occurred in the past year. The "Equipment" line has increased mainly because of the new piece of apparatus that is coming on-line. We will need to outfit it. The "Maintenance" line has been decreased as we budgeted a little bit too much for these agreements last year. Fuel is going down as well because we just completed a conversion to natural gas from diesel. At the same time there will be

a little more of an increase to PSE&G, however, taken together it will be a decrease.

Mr. Brower then described the Company's capital budget requests. Turnout gear has a lifespan of ten years; we are getting some new members. Mr. Brower then, at length, discussed the things that have happened at Prospect Heights during the past year that have had an effect on their budget. This included putting on a new roof, the replacement of two vehicles, a new generator, the filling of a sink hole in the parking lot, a new heater and hot water heater, a new Sqrut 31, maintenance of the trucks and the incentive program that pays a firefighter \$5.00 per response. Mr. Brower also briefly discussed the \$130,000.00 that the fire company took on.

There were no questions for Prospect Heights Fire Company.

Chief Steve Luck with Brian Fishburg (Pennington Road Volunteer Fire Company) first gave a brief overview of the Fire Company and then discussed the 2016 budget request. The total budget request is for \$195,000.00, the same as in the past. Chief Luck thanked Council for the new fire truck which will be in service soon and also for the incentive program. The Company has five or six prospective members in the pipeline.

Councilman Baxter asked what is included in the "Fire Other" account.

Chief Luck replied that that is for any expenses that we do not have a "line" for. The Administrator asked if that was for the fundraising letters that were sent out.

Mr. Fishburg replied that the fund drive is completely separate.

Chief Luck said that FCC licenses are included in this along with enhancements to a response system that they are using.

Councilman Baxter then asked about S332.

Chief Luck replied that that is Special Services Truck 32 that Council helped us purchase from Lawrence Township. Although it is a company owned vehicle some equipment on it was purchased through Township funds.

Councilwoman Keyes-Maloney said that some fire equipment looked to be pricier than you originally estimated and then asked if the Chief does not see that being an issue this year.

Chief Luck said that basically those were because he did not want to get caught short on maintenance throughout the year. Chief Luck said that he kept the same numbers from previous years and then at the end of the year when they saw how the budget was playing out, they were able to go out and buy additional equipment that they had wanted to buy throughout the year.

President Schroth said that in 2015 you proposed \$12,000.00 for training but actually spent \$688.00

Chief Luck said that it varies. We had intended to have additional classes but were not able to do so because of scheduling.

Chief Luck thanked Council for their support.

There were no additional questions for Pennington Road.

Michael Anderson (with Joseph Fenelli - West Trenton Volunteer Fire Company) stated that Chief Brandmaier could not be here tonight because of a previous commitment. Mr. Anderson went over each line of West Trenton's 2016 Budget request. Mr. Anderson mentioned that there is a slight decrease for office supplies and then said that they cut out all publications that they receive in order to save money. There is a slight increase in the "Technology" line to upgrade some software and to solve some printer issues. For "Fire Prevention", there is a decrease as we bought an abundance of stuff last year and there is a lot left. Not only have there not been many calls, a lot of this is done during the day. Captain Lenarski has been handling this. Mr. Anderson said that the Company is looking to buy a used utility vehicle to tow the boat as they have to get rid of their special services unit because of the new apparatus. Mr. Anderson explained that they are also looking to decrease some dive team stuff and move more to swift water because sometimes when we are on a dive, the State Police comes in and takes over anyway. West Trenton will still have a full marine unit.

Mr. Anderson mentioned that West Trenton has just entered into a loan agreement with the Credit Union to repave the entire parking lot which is in very bad shape. It is expensive, blacktop alone is \$300,000.00. We are also doing

concrete work around the building which has to be done before the parking lot can be repaved. We are also doing upgrades to the ballroom in order to get better rentals. Mr. Anderson then said that we just got two new vendors for the HVAC systems and pest control; we are getting a better rate. Training will be kept at the same level. Mr. Anderson then discussed the new ladder that is in the process of being mounted and then said that they would also like to purchase some new equipment for the new truck as there are upgrades available. The maintenance agreements are for the new generator. Mr. Anderson thanked Council for the new generator.

Mr. Fenelli added that a number of permits also came with it. The EPA required it. Clean air permits cost \$1,400.00 and except during emergency situations, the generator is only allowed to be run ten hours a year for maintenance. The size of the new boiler, even though it is "clean", required permits that cost \$2,700.00. Mr. Anderson then described how costly equipment repairs are. Fuel, utility and water costs have increased. Fuel costs have increased because there is more usage for the trucks. Water is up a little as the hydrant out back is connected to the firehouse meter and training has increased.

Mr. Anderson then discussed West Trenton's capital request. The number one priority, requested the last four years, is for a 2,000 gallon diesel tank and pump. Mr. Anderson explained that the current one is in very bad shape; the pump does not register and if we get inspected it will have to be taken out of service. The Chief would also like two more thermal imaging cameras. All the trucks will then be outfitted. Additional pagers and personal protective equipment are needed for the new members. Mr. Anderson also mentioned that multi gas meters, used to check for gas and carbon dioxide, need to be replaced as those on the trucks are seven to eight years old. The final capital request is for an Incident Command System - a command board.

Councilman Baxter asked how many members do you have.

Mr. Anderson responded that there are six fire officers, six administrative officers, five trustees that control the property and the money of the fire company, about thirty-five responders and another twenty business/life members who help the Company in numerous ways.

Mr. Anderson said that he knows that the numbers shown are higher because he included the actual costs to run the fire side.

Councilwoman Keyes-Maloney said that it is good for Council to have an understanding as to how much it actually costs to run a firehouse.

Mr. Anderson then mentioned that the new sign, bought last year, is being installed right now. To save money, firehouse members are doing as much of the work as possible; it was also decided to put the wiring in a conduit; to do it right.

There were no additional questions for West Trenton Volunteer Fire Company.

STATEMENTS AND COMMENTS FROM MEMBERS OF THE PUBLIC

George Steward (30 Gilmore Road) first thanked Council for rearranging their Agenda in order for him to be able to give comments and suggestions after listening to the budget presentations. Mr. Steward said that the first opportunity he will have to talk about details in this Budget is at the Public Hearing next week which will be held only minutes before the scheduled vote. Mr. Steward stated that he wishes that the only chance to speak with Council about the Budget was not just prior to the vote. Mr. Steward then said that after tonight's discussions, he does not know why his taxes are being increased two cents per hundred because the Budget is very complex and tonight only the finances within the in-cap budget were discussed. Mr. Steward said that he studied this Budget since it was introduced and also reviewed the budgets of the past four years. There are a lot of trends that exist within budgets. It is difficult to take a budget completely by itself. Mr. Steward stated that he believes it is possible to balance the budget without increasing taxes. Mr. Steward said that next week he would like to hear Council's view of the Budget. Mr. Steward said that he heard that Lawrence last week passed a no tax increase budget and it was their third such one in a row. Council is asking for an additional \$400,000. That money is in this Budget and it is supported by trends in at least the last four budgets. Mr. Steward said that tonight we heard about increasing appropriations but did not hear anything about increasing revenue. Mr. Steward then said IT spending has increased a lot during the past few years. IT spending should increase labor efficiencies. Mr. Steward said that the Township is "behind" regarding technology. Mr. Steward then commented that he looks forward to speaking with

Council about the Budget and then asked Council to look at the Budget through his filter – that there is a way to give Ewing taxpayers a break.

There were no other questions or comments from members of the Public.

ADJOURNMENT

There being no further business President Schroth called for a motion to adjourn. Ms. Steward so moved seconded by Ms. Keyes-Maloney. The meeting was adjourned at 10:06 p.m.

David P. Schroth, President

Susan Bate, Deputy Municipal Clerk